



# MISSOURI DEPARTMENT OF MENTAL HEALTH

KEITH SCHAFER, DEPARTMENT DIRECTOR



DEPARTMENT  
OPERATING  
REGULATION  
NUMBER

DOR  
5.210

CHAPTER Fiscal Administration	SUBCHAPTER Grants Development and Administration	EFFECTIVE DATE 7/1/09	NUMBER OF PAGES 2	PAGE NUMBER 1 of 2
SUBJECT Applications for Grants and Agreements for Federal and Private Funding		AUTHORITY Sections 33.085 and 33.812	HISTORY See Below	
PERSON RESPONSIBLE Deputy Director, Administration			SUNSET DATE 7/1/12	

**PURPOSE:** Prescribes procedures for processing applications for grants and agreements.

**APPLICATION:** Applies to the entire department.

(1) This procedure pertains to applications for grants and agreements for direct federal funds, federal “pass through” funds from other state agencies, and private grants. It is designed to:

(A) Assure department and division management know of and have approved the application for the grant or agreement;

(B) Verify the departmental budget request contains sufficient appropriation authority to permit expenditure of the grant or agreement funds; and

(C) Comply with statutory requirements to inform the legislature and state budget office of applications for federal grants.

(2) As used in this procedure, “applicants,” shall mean department personnel who prepare and apply for these grants and agreements. It is the responsibility of the applicant to properly prepare the application including:

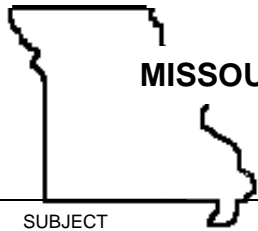
(A) The appropriate grant or agreement forms and schedules including a description of the grant or agreement activities;

(B) An expenditure budget showing the costs by major expenditure categories. If these expenditures contain funding for staff salaries, also include fringe benefit costs and indirect costs. If indirect costs are excluded, and this is not explained in the applications, attach a separate statement to the Funding Request Form providing explanation for exclusion;

(C) The cover page and any assurances or documents which require signing by the governor or department official.

(3) The applicant shall prepare the original and one copy of the application and attach, as the top sheet, a Funding Request Form, MO 650-8333 and forward this application package to the appropriate division/office financial section to respond to fiscal issues and director for approval. Division/office director shall review and approve all applications for grants and agreements and forward the application package to the department office of administration, Controller’s Office, for review. The Funding Request Form and application will then be routed through the Contracts section and Budget office for further review.

(4) The deputy director administration shall review and approve a grant and agreement applications as the designated authorized official for the department. If federal law or regulation requires any grant applications, assurances or other



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documents be signed by the department director or the governor, the grant applicant or designee shall obtain these signatures.

(5) The department Budget office shall promptly return the original application to the applicant for submission to the granting agency and retain the application copy and Funding Request Form in a reference file.

(6) As required by sections 33.085 and 33.812, RSMo., the department Budget office shall forward copies of federal grant applications to designated state and legislative officials.

*History: Original DOR effective March 1, 1996. Amendment effective March 1, 1998. Amendment effective July 1, 2002. Amendment effective January 15, 2003. Amendment effective July 1, 2006. On July 1, 2009, the sunset date was extended to July 1, 2012.*